PC-ACE Pro32 – Downloading and Installing

Please note that you can receive assistance with downloading and installing this software by calling EDISS at 1-800-967-7902. Their hours of operation are from 10AM-4PM Central Time.

Downloading:

- 1. Go to the following website: http://www.noridianmedicare.com/provider/edi/pcace_med_hipaa.html
- 2. Look for the Installation/Update Files heading and click on setup.exe.
- 3. A prompt asking you to Open or Save the program will pop-up.
- 4. You may select either Open or Save depending on how you want to install the software.
- 5. If you click Open, the download will begin automatically. If you choose Save, you must identify a location to save the executable file. If you do not have your password from EDISS (see step 8 below), a suggestion is to save it to your desktop and proceed with the installation from there after you receive the password.
- 6. Double-click on the setup.exe icon on your desktop.
- 7. Follow the screen prompts to begin the installation process.
- 8. You will be asked to enter the installation password. The password can be received by calling EDISS at 1-800-967-7902.
- 9. Continue to follow the screen prompts until the installation is complete.
- 10. Once PC-ACE Pro32 is installed the icon on your desktop will look like this:



- 11. Double-click on the PC-ACE Pro32 icon to open the program.
- 12. You will see the PC-ACE Pro32 toolbar in the upper right corner of your screen.
- 13. Proceed to the document entitled PC-ACE Pro32 Reference File Maintenance.
- 14. When you click on the Reference File Maintenance box you will be asked to enter a User ID and Password. The default User ID and Password is SYSADMIN. The PC-ACE Pro32 software will automatically change every letter to uppercase. To change the password, click on Security at the top of the toolbar and select Add/Update User. The Security List box will appear. Click new and enter a User Id, Password, and User Name. At the bottom of the box click Check All to gain access to all claim forms.